

## North Shore Thirty Something Women's Soccer League

### Duties of the Secretary (as outlined in the League's 2011 Constitution):

8.3 The Secretary shall:

- (a) provide notice of all meetings to persons entitled thereto;
  - (b) provide an agenda for Executive meetings to persons entitled thereto;
  - (c) keep minutes of all Director, Executive and membership meetings and circulate copies to all Executive members as soon as possible thereafter;
  - (d) be responsible for maintaining the records of the League;
  - (e) receive, maintain and have available for circulation at the meetings of the League all correspondence of the League;
  - (f) provide the B.C. Soccer Association a list showing the names, addresses and telephone numbers of its elected members prior to the commencement of the playing season in each and every year (Matt Holbrook, Member Services Coordinator mattholbrook@bcsoccer.net).
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1. **Maintain contact list of team representatives, captains and managers.** Suggest sending an email to all team reps/captains/managers at the beginning of September to request updated information (team reps, captains and managers often change from year to year). Provide Directors with contact list each time it is revised.
2. **Provide agenda for Executive meetings.** Notice of an Executive meeting, together with an agenda of the business to be transacted, must be given to all members of the Executive **at least seven days prior** to the date of the meeting (7.2 of the Constitution). The agenda should always include the following:
  - the date, time and place of the meeting to be held
  - confirmation of quorum (66% of the voting Executive members must be present)
  - acceptance of previous Executive meeting's minutes (as distributed or amended)
  - reports by the President and Treasurer
  - any other business and new business
3. **Provide agenda for AGM.** A minimum of 21 days written notice of the AGM must be given to each team representative of the League Executive (3.3(a)). The agenda should include the following:
  - the date, time and place of the meeting to be held
  - confirmation of quorum (20% of the League membership based on the number of registrations for the winter season only)
  - acceptance of the previous AGM minutes (as distributed or amended)
  - financial statements of the previous fiscal year and proposed budget for current fiscal year
  - reports of the Directors (if any)
  - election of Directors
  - presentation of any proposals to amend Constitution, its bylaws and Operating Rules and Policies

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4. **Preparation and distribution of Executive minutes.** Provide minutes in draft to the President (for overall review) and Treasurer (for review of the Treasurer's Report) prior to finalizing and distributing (email is the easiest distribution method).

Technically, the minutes are to be provided to the Executive membership (team representatives). However, many times, the team reps are away, so it is a good idea to also include the captains/managers as well as the Directors.

I usually distribute the minutes twice: once as soon as they are finalized (this gives everyone plenty of time to review and act if there are action items contained in the minutes) and then again with the agenda for the upcoming meeting (for those people who claim they never received it the first time or can't find it).

5. **Preparation and distribution of the AGM minutes.** Provide minutes in draft to the President (for overall review) and Treasurer (for review of the Treasurer's Report) prior to finalizing. The minutes should be distributed once finalized with a notation that they will not be approved until the next AGM. Include a copy again when the agenda for the next AGM is distributed.
6. **Book meeting room for Executive meetings.** Book the meeting room through Sheryl Gillis of the North Vancouver Recreation Centre (gilliss@northvanrec.com). I usually contact her in March to request dates for September through March (traditionally, the third Monday of each month, no meeting in December). The bookings don't open up until June, but she gives priority to requests in the order that she receives them.